

## **The Children's Education Center of the Islands**

Board Meeting Minutes  
December 15<sup>th</sup> 2023 at 9am  
Sanibel Public Library

### **Board Members Present:**

Andrea Murphy  
Matt Gaudreau  
Laura Gales  
Brad Andres (via telephone)  
Michelle Keltner

*These minutes summarize the discussion and action of items of the CECI Board of Directors on Friday December 15<sup>th</sup> 2023*

1. Welcome and Roll Call
  - a. Andrea Murphy, board president, called meeting to order at 9:10am and conducted a roll call to determine if there was a quorum present
  - b. Minutes from previous meeting were accepted as written and signature page was signed by all physically present board members
2. Old Business
  - a. Board discussed resolution written by board secretary Laura Gales related to minutes from the special meeting held on November 1<sup>st</sup> 2023
    - i. Board president Andrea Murphy made a motion to accept resolution as written the motion was seconded by Laura Gales. Present board members voted unanimously to accept resolution. All physically present members signed resolution.
  - b. Committee Mission Statements
    - i. Mission statements for both committees were read aloud and accepted by all present board members
    - ii. Board discussed recruitment for these committees and agreed that they would be open to all parents as members of the organization but community members would be need to be approved by the board before they could join the committees
    - iii. Parent/member recruitment will start at the upcoming All Members Meeting
  - c. All Member Meeting
    - i. Potential dates and format were discussed for the all member meeting
    - ii. A tentative date of Thursday January 18<sup>th</sup> at 5pm was decided on with a format of a family gathering with dinner provided by the school along with asking Rita to stay and help with students during the meeting portion of the evening
    - iii. The purpose of this meeting will be to provide updates, recruit committee members, and increase parent involvement
  - d. Adding Board Members
    - i. It was discussed again to add board members now to ensure continuity for the upcoming school year

- ii. Michelle Keltner requested to add Rachel Rainbolt to the board
  - iii. Laura Gales requested to add Bana Vargas and Laicey Martinez to the board
  - iv. Both were given the go ahead from other board members to approach these parents to join the board at the upcoming January meeting
  - v. Any additional parent who express interest can join committees with plans to join the board in the upcoming 2023/2024 school year
  - vi. Currently based on the articles of incorporation and available information the board decided not to attempt to amend bylaws to include non-parent board members and when time allows the governance committee will review this possibility for the future
- e. Director's Update
- i. Donation Updates
    - 1. Michelle provided the board with an update on a donation coming through CFI from previous donors the Birmingham Family
      - a. Michelle discussed the immediate unmet need of offering teacher travel pay incentives based on the extreme traffic delays teachers are enduring due to causeway construction.
      - b. All board members agreed that Michelle should use this donation for this purpose and if additional funds remain she may use them to install a mosquito mist system on the playground to help with the bugs
    - 2. Bank of the Islands check photo is scheduled for Friday December 22<sup>nd</sup> at 2pm at Bank of the Islands and then plaque will be ordered for bench
  - ii. Michelle provided an update on timing for resiliency measures funded by the SGCF grant
    - 1. Michelle states that Brian informed her work on Thompson Hall could not be completed over winter break and that new timeline of Spring Break was more realistic
      - a. Board member and construction committee chair Matt Gaudreau requested Michelle speak with Benchmark again related to \$100,000 fees donation since currently all previous bills paid included contractor fees
      - b. Michelle stated that security gate and shade structure would be completed prior to that and that shade structure permits have been submitted and are awaiting approval from the City of Sanibel
    - 2. Michelle stated she also spoke with Brian regarding cost and feasibility of an addition to Thompson Hall to ensure the school has additional square footage that is fiscally manageable and can have an immediate impact for students
      - a. Michelle shared that Brian felt a 1600 sq ft addition to include 3 classrooms, two bathrooms, and storage was realistic and could start as soon as April
      - b. Board agreed unanimously that Michelle should get firm numbers and construction timeline to ensure financially feasible

for building, as well as, figure impact on construction on Summer Camp schedule.

3. New Business

a. Andrea Murphy Resignation

- i. Andrea Murphy resigned from her position as President of the Board of Directors and informed the board that she and her family were relocating and since she would no longer have a child enrolled in the school she could not serve on the board
- ii. All present board members accepted Andrea's resignation and expressed appreciation for her hard work in both fundraising and reopening the school on time.
- iii. Board voted to have vice president Brad Andres step into President position at this time but did not elect a new Vice President and will await new board members to join next month

b. Community outreach

- i. Matt Gaudreau asked Michelle if she had met with The Sanibel School principal, Jennifer Lusk, and Michelle stated she had not. Laura Gales, chair of community engagement committee, will facilitate this meeting and offer support to Michelle as requested
- ii. Laura and Michelle have tour of the campus with donors, The Birminghams and CFI executive direction Dolly Farrell on December 21<sup>st</sup>
- iii. Laura and Michelle will plan all member meeting for January 18<sup>th</sup>

4. Action Items Summary:

- a. All committees must hold a meetings and come up with strategic plan and goals for the duration of the 2023/2024 school year
- b. Address access to school drive
- c. Michelle will provide enrollment packet and summer camp plans to board

Next Board Meeting will take place on Friday January 12<sup>th</sup> at 9am at the Sanibel Public Library